



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 www.magill.edu.au

BSB40215 Certificate IV in Business

Record of Assessment Outcome

Unit of Competency:	BSBFIA401 Prepare financial reports		
Student Name:			
Student ID Number:			
Assessor Name:			
Term and Year:			
The student has successfully completed the following assessment task(s):		Yes	No
Assessment 1	Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Assessment 2	Project	<input type="checkbox"/>	<input type="checkbox"/>
Assessment 3	Portfolio of Activities	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the student was assessed as:			
Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>			
Did the student meet the criteria for the following elements of competency?		Yes	No
1. Maintain asset register		<input type="checkbox"/>	<input type="checkbox"/>
2. Record general journal entries for balance day adjustments		<input type="checkbox"/>	<input type="checkbox"/>
3. Prepare final general ledger accounts		<input type="checkbox"/>	<input type="checkbox"/>
4. Prepare end of period financial reports		<input type="checkbox"/>	<input type="checkbox"/>
The student requires the following skill(s) development before re-assessment:			
Feedback to student on overall performance during assessment:			
The student has been provided with feedback and informed of the assessment result and the reasons for the decision.			
Assessor Name:			
Assessor Signature:		Date:	
I have been provided with feedback on the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.			
Student Name:			
Student Signature:		Date:	

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BSB40215 Certificate IV in Business

BSBFIA401 Prepare financial reports

Assessment 1 – Assignment

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none">• The assessment work is my own work;• All sources and materials have been acknowledged where required;• I have not copied or plagiarised in any way materials of another person or work of a fellow student and referenced all sources of information.			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance / result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				

Submission details

The Assessment Task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

Performance objective

The candidate will demonstrate the ability to create and maintain an Asset Register and Depreciation Schedule in accordance with organisational policy, procedures and accounting requirements. This activity requires the candidate to calculate and record depreciation using a manual system; no MYOB component is required.

Assessment description

Using the scenario information supplied, the candidate will determine the effective life, determine the appropriate depreciation method, complete depreciation calculations and complete Asset Registers for two fixed assets and one associated depreciation schedule for the specified organisation.

Procedure

1. Read the Hair Style Designs Pty Ltd scenario provided.
2. Using the information, the Hair Style Designs Pty Ltd Scenario, and the templates provided in the appendices of this task, complete the Asset Registers and associated Depreciation Schedule for Hair Style Designs Pty Ltd:
 - a. Determine the effective life using the Hair Style Designs Pty Ltd Policy and Procedure for Fixed Assets.
 - b. Determine the appropriate method of calculating depreciation for each asset listed in accordance with the policies and procedures provided.
 - c. Calculate and record the initial value of the assets (excluding GST)
 - d. Calculate and record yearly-accumulated depreciation.
 - e. Complete Asset Registers and an associated Depreciation Schedule in accordance with accounting requirements, particularly with respect to what is recorded as a debit and/or a credit.
3. Submit all documents to your assessor as per the specifications below. Ensure you keep a copy of all work submitted for your records.

Specifications

You must provide:

- Two Asset Registers, one for each asset listed in the scenario
- One Depreciation Schedule
- Completed calculations showing how you arrived at your figures for the value of the asset excluding GST, accumulated depreciation for each year (including part of years) and residual value using the appropriate equations discussed in the Student Workbook.

Your assessor will be looking for:

- Completed fields on the asset register
- Demonstration that you accurately calculated depreciation using the correct method of calculation as outlined in the policies and procedures, which will be demonstrated through your completion of the two asset registers and one depreciation schedule.

Appendix 1 – Hair Style Designs Pty Ltd Scenario

You are employed by Hair Style Designs Pty Ltd as Assistant Accountant. Your duties include creating and maintaining Asset Registers for each of the company's fixed assets and an associated Depreciation Schedule.

Hair Style Designs Pty Ltd purchased two assets. The details are below:

Hair Style Designs Pty Ltd								
Fixed Assets List								
Asset ID No.	Asset Description	General Ledger Acct.	Date Purchased	Cost including GST	Disposal	Residual Value	Type of depreciation	Expected Life
1	Display Shelf units	1-2300	1 January 2018	66,000	Sold at Auction for 40,000 on 1 July 2021	21,000	Straight-line	10 years
2	Coffee making machines	1-2400	1 July 2018	11,000		0.00	Reducing Balance	5 years

It is now 30 June 2021. In preparation for balance day, the Senior Accountant requires you to create asset registers for each of the two assets and an associated depreciation schedule. The listed cost of the assets includes GST, but you will need to calculate depreciation from the asset cost excluding GST.



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Appendix 2 – Asset Register

Asset Register Hair Style Designs Pty Ltd

Asset Description:

Person Responsible (Your Name):

General Ledger Acct: Value:

Depreciation Method: Depreciation Rate:

Estimated Life: Residual Value:

Authorisation	Asset ID No.	Date	Details	\$Asset			\$Accumulated Depreciation		
				Dr.	Cr.	Bal	Dr.	Cr.	Bal
Disposal									
Authorisation	Asset ID No.	Date	Details	Disposal Method			Disposal Amount		



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Appendix 3 – Depreciation Schedule

Depreciation Schedule 30 June 2021 Hair Style Designs Pty Ltd						
Description of asset	Date of acquisition	Cost	Opening adjusted value	Effective life	Deductible	Adjustable value at end of year



Appendix 4 – Hair Style Designs Pty Ltd Policy and Procedure for Fixed Assets

Policy

Hair Style Designs Pty Ltd has implemented this policy to allow the organisation to meet legislated tax requirements and meet Accounting Standards AASB101 mandated financial reporting requirements with regard to Fixed/ Non-Current Assets.

Responsibilities and Accountabilities (Asset management and financial reporting)

The primary responsibilities and accountabilities in relation to asset management and reporting rest with the:

- CEO
- Senior Accountant / Finance Manager
- Assistant Accountant

CEO

The CEO is responsible for providing correct and timely advice on organisational actions such as major fixed asset purchases and disposals to the Senior Accountant for preparation of the financial statements.

Senior Accountant

The Senior Accountant is responsible for:

- ensuring the Assistant Accountant is responsible for asset management operations has appropriate training to fulfil the functions of their duties
- ensuring that the requirements of these procedures are being met
- developing the timetable and procedures for stocktakes
- ensuring asset revaluation exercises are conducted as appropriate
- ensuring all IT related capital works in progress are accounted for correctly
- preparing the General Ledger
- preparing the financial statements
- notifying the CEO of errors or discrepancies in the prepared financial statements.

The Senior Accountant is also responsible for authorising:

- disposal information and balance day adjustments entered into MYOB
- correction of errors or discrepancies.

Assistant Accountant

The Assistant Accountant is responsible for:

- maintaining the organisation's Assets Registers
- recording asset acquisitions and disposals
- recording balance day adjustments
- seeking approval from the Senior Accountant to record balance day adjustments in MYOB.



Depreciation and Disposal of Fixed Assets

Documentation:

Asset documentation should be kept for seven years before being archived or destroyed.

Assets Register

- An Assets Register will be used to record the details of each asset including the cost, yearly depreciation and disposal information.

Depreciation Schedule

- A Depreciation Schedule will be used to record the summary depreciation details of all assets.

Company asset acquisitions

The asset acquisition cost will include the total of:

- purchase price from supplier
- delivery where applicable
- installation and commissioning costs where applicable.

As Hair Style Designs Pty Ltd is registered for GST, GST must be accounted for on asset purchases.

Valuation of assets

Accounting Standard AASB101 mandates the existence of a clear policy for the measurement bases of asset valuation. Non-current assets in the Asset Register will be measured on the basis of historical cost.

Accounting for asset acquisition and disposal

Financial transactions that affect the asset acquisition and disposal will be processed in the company's accounting software MYOB and use the company's Chart of Accounts for coding transactions for journal entries.

Effective life

For depreciation purposes, the effective life of an asset should be determined by checking the Taxation Ruling available at the year of an asset's purchase – currently TR 2019/5 – provided by the Australian Taxation Office (ATO). The effective life should be taken from the relevant industry category (Hairdressing and beauty services – 95110) where possible. If the asset is not specified in the relevant industry category, its effective life should be taken from Table B (Asset Categories).

Depreciation Method

Assets purchased with an expected life of 5 years and below are to be depreciated utilising the reducing balance type method at the rate of 40%, otherwise the straight-line method of depreciation is to be used.

Approval to dispose of assets

All disposals of fixed assets must be authorised by the CEO.



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Account for disposal revenue

Revenue from asset disposal must be treated in accordance with the accounting policy. Hair Style Designs is registered for GST. GST must be collected on the sale of assets as per ATO requirements.

Recording and filing systems

Security

Access to accounting information systems is restricted by locked keys for paper based data and password and encryption for electronic data (MYOB).

System Backup

For electronic data, fully backed up overnight. The system is backed up nightly and weekly (both to disk and the encrypted cloud).

Recordkeeping

All records of financial transactions will be kept and maintained in accordance with the taxation and corporation law. Records will be taken to include both hard copy records and records stored electronically (MYOB).

Records will be grouped and managed in the following manner:

- Bank Account Records
- Debtors
- Ledgers and Journals
- Creditors
- Financial Statements
- Payroll
- Rate



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Assessment 2 – Project

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none">• The assessment work is my own work;• All sources and materials have been acknowledged where required;• I have not copied or plagiarised in any way materials of another person or work of a fellow student and referenced all sources of information.			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance / result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				



Submission details

The Assessment Task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor. Submit this document with any required evidence attached. See specifications below for details.

Performance objective

1. Adjust expense accounts and revenue accounts for prepayments and accruals.
2. Record depreciation of non-current assets and disposal of fixed assets.
3. Record bad and doubtful debts.
4. Adjust ledger accounts for inventories, if required, and transfer to final accounts.
5. Prepare a general ledger.
6. Prepare a trial balance.

Assessment description

PART A

As part of this assessment you are required to record general journal entries for balance day adjustments as well as record it on the general ledger. This includes:

- adjustments for pre-paid and accrued expenses and pre-paid and accrued revenue
- balance day entries for depreciation, disposal of fixed assets, doubtful debts, bad debts and closing stock.

PART B

For this assessment you are required to prepare a trial balance for the end of an accounting period for a simulated company.

Procedure

PART A

1. You are the Finance Manager for Hair Style Designs Pty Ltd. Today is 30 June 2021 and it is balance day. You need to complete the general journal entries for the following scenarios in the space provided (Appendix 2) and post the transactions to the general ledger provided (Appendix 3).
2. Adjust ledger accounts for inventories, if required, and transfer to final accounts.

PART B

1. As a Finance Manager for Volume Control Sound Store Pty Ltd, you are required to complete a trial balance for the end of the financial period 30 June 2021. The accounts and balances for the business are detailed in the table below. Please complete a trial balance using the information provided in (Appendix 3).



Specifications

You must submit:

- Completed manual General Journal Entries using the provided charts of accounts in Appendix 1
- A completed general ledger
- A completed trial balance for the end of the financial period 30 June 2021.

Your assessor will be looking for:

- Adherence to accounting requirements, particularly with respect to preparing balanced General Journal entries and trial balance
- Correctly applied the charts of accounts on each transactions
- Correct detail which amounts are debit and credit.

Appendix 1 – Hair Style Designs Pty Ltd charts of accounts

Cash at bank	Plant and equipment
Accounts receivable	Prepaid expense
Accrued Income	Prepaid rent
Accumulated depreciation	Prepaid salaries
Allowance for doubtful debts	Profit on sale
Bad debt expense	Rent expense
Closing stock	Rent income
Depreciation expense	Trading
Doubtful debts expense	Wage expense
Income in Advance	



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Appendix 2 – General Journal Entries

1. On 1 March 2021 rent was paid to the owner of the building for \$12,000 for the period 1 March to 31 August 2021.

1 March 2021	\$	Dr
	\$	Cr
1 July 2021	\$	Dr
	\$	Cr

2. On 15 June 2021 salaries were paid to employees for the period 15 June to 15 July 2021. The total salary bill for the period was \$10,000.

30 June 2021	\$	Dr
	\$	Cr
1 July 2021	\$	Dr
	\$	Cr

3. The salon has been booked to style the hair of a bridal party on 5 July 2021. As the bridal party is 15 people, full payment prior to the day has been requested. On 28 June 2021 \$1,500 was received as full payment for styling the bridal party's hair on 5 July.

28 June 2021	\$	Dr
	\$	Cr

4. Hair Style Designs Pty Ltd rents out a smaller salon that is owned by the business. The lease agreement is that rent is paid every 6 months on 31 March and 30 September. On 31 March 2021 \$25,000 is received for rent for the next 6 months.

31 March 2021	\$	Dr
	\$	Cr
1 July 2021	\$	Dr
	\$	Cr



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5. The business owns 15 overhead hair dryers. The hair dryers depreciated \$5,000 for the year end 30 June 2021.

30 June 2021	\$	Dr
	\$	Cr

6. On 30 June 2021 Hair Style Designs Pty Ltd sold 10 hair dryers that had reached their useful life of 5 years. The hair dryers' residual value was \$5,000 and they were sold by private sale for \$10,000. The dryers were purchased for \$25,000 and as at 30 June 2021 depreciated \$20,000.

30 June 2021	\$	Dr
	\$	Dr
	\$	Cr
	\$	Cr

7. Hair Style Designs Pty Ltd has an accounts receivable balance of \$10,000. An allowance has been established for doubtful debts of \$1,000.

30 June 2021	\$	Dr
	\$	Cr

8. In May 2021 Hair Style Designs Pty Ltd provided hair styling services to a wedding party of 22 people at a total cost of \$2,500. Unfortunately, the account was not paid for on the day and since then the client has been unreachable. You decide to write this debt off as a bad debt.

30 June 2021	\$	Dr
	\$	Cr

9. On 30 June 2021 you have \$25,000 worth of Inventory including hair styling products you use to style client's hair and hair equipment that you sell to clients including items such as hair dryers, straighteners and curling irons.

30 June 2021	\$	Dr
	\$	Cr



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Appendix 3 – General ledger accounts

Cash at bank					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
2	30-Jun		\$		
3	28-Jun	\$			
6	30-Jun	\$		\$	
Accounts receivable					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
8	30-Jun		\$		\$
Accrued income					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
4	31-Mar	\$			
	01-Jul		\$		
Accumulated depreciation					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
5	30-Jun		\$		
6		\$		\$	
Allowance for doubtful debts					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
7	30-Jun		\$		\$
Bad debt expense					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
8	30-Jun	\$		\$	
Closing stock					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
9	30-Jun	\$		\$	
Depreciation expense					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
5	30-Jun	\$		\$	
Doubtful debts expense					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
7	30-Jun	\$		\$	
Income in advance					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
3	30-Jun		\$		\$



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Plant and equipment					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
6	30-Jun		\$		\$
Prepaid expense					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
2	01-Jul	\$		\$	
Prepaid rent					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
1	01-Mar	\$			
	01-Jul		\$	\$	
Prepaid salaries					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
2	30-Jun	\$		\$	
Profit on sale					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
6	30-Jun		\$		\$
Rent expense					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
1	01-Mar		\$		
	01-Jul	\$			\$
Rent income					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
4	31-Mar		\$		
	01-Jul	\$			
Trading					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
9	30-Jun		\$		\$
Wage expense					
Journal No.	Date	Debit	Credit	Balance	
				Debit	Credit
2	01-Jul		\$		



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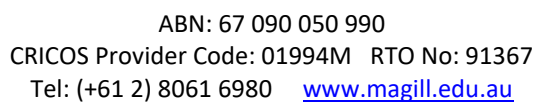
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Appendix 3 – Trial balance

Account Balance	Amount \$
CASH AT BANK	77,788
PETTY CASH ACCOUNT	638
STOCK ON HAND	23,551
ACCOUNTS RECEIVABLE	14,941
DEPOSITS	198
GST PAID	9,426
PLANT & EQUIPMENT	35,324
ACCOUNTS PAYABLE	10,715
BANK OVERDRAFT	0
GST COLLECTED	3,189
BANK LOANS	18,594
PROVISION FOR EMPLOYEE ENTITLEMENTS	9,563
ACCUMULATED FUNDS BROUGHT FORWARD	39,544
OWNERS CAPITAL	6,375
OWNERS DRAWINGS	3,188
SALES GOODS AND SERVICES	277,031
SALES RETURNS AND ALLOWANCES	1,275
INTEREST RECEIVED	26,775
OPENING STOCK	71,400
PURCHASES	133,875
PURCHASE RETURNS	6,375
FREIGHT	319
LESS CLOSING STOCK	80,325
ACCOUNTING AND AUDIT FEES	3,347
DEPRECIATION PLANT AND EQUIPMENT	1,339
BAD DEBTS	1,275
COMPUTER EXPENSES	9,563
EMPLOYEE BENEFITS	2,008
ENTERTAINMENT/TRAVEL	1,689
FRINGE BENEFITS TAX	1,913
GIFTS/MISCELLANEOUS	3,347
INSURANCE GENERAL	669
INTEREST	1,020
PAYROLL TAX	4,016
REPAIRS & MAINTENANCE - FIXTURES AND FITTINGS	380
SALARIES	62,769
SUPERANNUATION	6,024
SUNDRY EXPENSES	510
WORKERS COMP	6,694

You can detail your answer in the template on the next page.



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Assessment 3 – Portfolio of Activities

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none">• The assessment work is my own work;• All sources and materials have been acknowledged where required;• I have not copied or plagiarised in any way materials of another person or work of a fellow student and referenced all sources of information.			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance / result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				



Submission details

The Assessment Task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

Performance objective

1. Prepare an income statement.
2. Prepare a balance sheet.
3. Perform interactive communication within the organisation.

Assessment description

For this assessment you are required to complete an income statement and balance sheet for a simulated company.

Procedure

To complete the task, you need to use the trial balance below to complete:

1. An income statement for Step in the Right Direction Shoe Shop for the period 1 September 2022 to 30 September 2022.
2. A balance sheet for Step in the Right Direction Shoe Shop for the period 1 September 2022 to 30 September 2022.
3. An email to CEO (ceo@stepinrightdirection.com.au), detailing an error you identified in the trial balance. You have later discovered that Filing Fees/Fines is meant to be \$4,600.00. Consider how this affects gross and/or net profits, noting the new actual figures in your email.

Specifications

You must submit

- Completed income statement
- Completed balance sheet
- An email communicating the discrepancy to the CEO

Your assessor will be looking for:

- Adherence to accounting requirements when creating the financial statements
- Analytical skill to identify any discrepancy and communicate within organisation

Appendix – 1

STEP IN THE RIGHT DIRECTION SHOE SHOP TRIAL BALANCE 1 SEPTEMBER TO 30 SEPTEMBER 2022		
ACCOUNT	DR	CR
CASH AT BANK	\$ 54,909.45	
PETTY CASH ACCOUNT	\$ 450.00	
STOCK ON HAND	\$ 16,623.95	
ACCOUNTS RECEIVABLE	\$ 10,546.70	
DEPOSITS	\$ 139.50	
GST PAID	\$ 6,654.60	
PLANT & EQUIPMENT	\$ 24,934.50	
DEPRECIATION FOR PLANT AND EQUIPMENT		\$ 2,943.00
ACCOUNTS PAYABLE		\$ 7,563.60
BANK OVERDRAFT		\$ -
GST COLLECTED		\$ 2,251.35
BANK LOANS		\$ 19,126.00
PROVISION FOR EMPLOYEE ENTITLEMENTS		\$ 6,750.00
ACCUMULATED FUNDS BROUGHT FORWARD		\$ 51,913.35
OWNERS CAPITAL		\$ 4,500.00
OWNERS DRAWINGS	\$ 2,250.00	
SALES GOODS AND SERVICES		\$ 202,500.00
SALES RETURNS AND ALLOWANCES	\$ 900.00	
INTEREST RECEIVED		\$ 18,900.00
OPENING STOCK	\$ 50,400.00	
PURCHASES	\$ 94,500.00	
PURCHASE RETURNS		\$ 4,500.00
FREIGHT	\$ 225.00	
LESS CLOSING STOCK		\$ 56,700.00
ACCOUNTING AND AUDIT FEES	\$ 2,362.50	
ADVERTISING & MARKETING	\$ 3,375.00	
DEPRECIATION PLANT AND EQUIPMENT	\$ 945.00	
ANNUAL LEAVE - OFFICE & SALES EMPLOYEES	\$ 2,362.50	
BAD DEBTS	\$ 900.00	
BANK CHARGES	\$ 945.00	
COMPUTER EXPENSES	\$ 6,750.00	
CONSULTANCY	\$ 900.00	
DONATIONS, FUND RAISING	\$ 945.00	
EMPLOYEE BENEFITS - OFFICE & SALES EMPLOYEES	\$ 1,417.50	
ENTERTAINMENT/TRAVEL - OFFICE & SALES EMPLOYEES	\$ 1,192.50	
FILING FEES/FINES	\$ 3,600.00	
FRINGE BENEFITS TAX	\$ 1,350.00	
GIFTS/MISCELLANEOUS	\$ 2,362.50	
HIRE PURCHASE/LEASE CHARGES	\$ 945.00	
INSURANCE GENERAL	\$ 472.50	
INTEREST	\$ 720.00	
LEGAL FEES	\$ 2,025.00	
LONG SERVICE LEAVE - OFFICE & SALES EMPLOYEES	\$ 2,362.50	
MOTOR VEHICLE EXPENSES	\$ 1,125.00	
PAYROLL TAX - OFFICE & SALES EMPLOYEES	\$ 2,835.00	
SECURITY	\$ 2,362.50	
POSTAGE/COURIERS	\$ 5,040.00	
PRINTING & STATIONERY	\$ 270.00	
REPAIRS & MAINTENANCE - OFFICE EQUIPMENT	\$ 270.00	
SALARIES - OFFICE & SALES EMPLOYEES	\$ 47,250.00	
STAFF AMENITIES - OFFICE & SALES EMPLOYEES	\$ 450.00	
STAFF TRAINING COURSES - OFFICE & SALES EMPLOYEES	\$ 4,725.00	
STAFF UNIFORMS - OFFICE & SALES EMPLOYEES	\$ 708.75	
SUPERANNUATION - OFFICE & SALES EMPLOYEES	\$ 4,252.50	
SUNDRY EXPENSES	\$ 360.00	
TELEPHONE EXPENSES	\$ 4,807.35	
WORKERS COMP - OFFICE & SALES EMPLOYEES	\$ 4,725.00	
	\$ 377,647.30	\$ 377,647.30